Single Sign On (Orion)
Quick Start Guide

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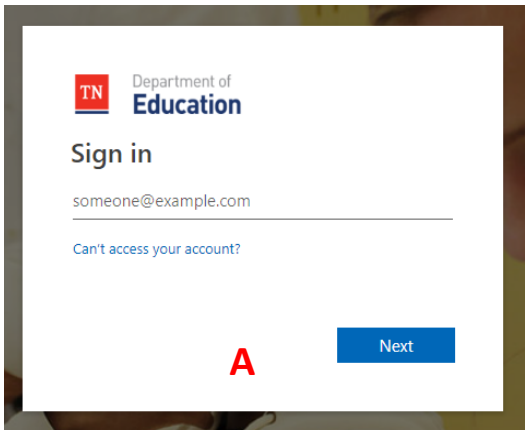
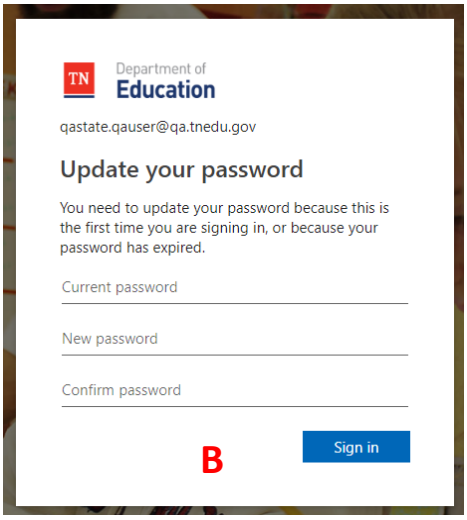
Revision History

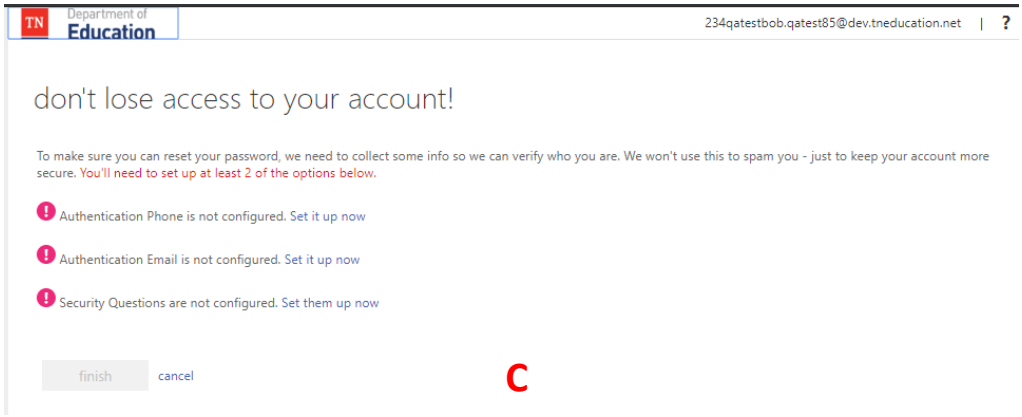
Version	Revision Date	Description of Change	Author
1.0	04/03/2019	Creation of Document	Jon Young

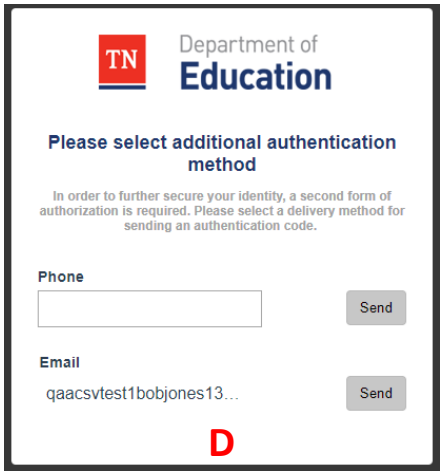
How to Log In to SSO

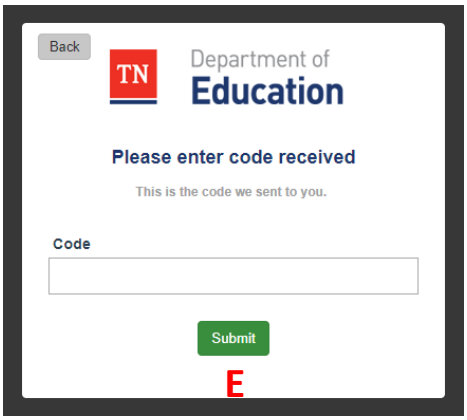
Logging in to SSO (Orion V2.0) is a simple process that begins by navigating to the SSO login page at: https://www.tneducation.net OR https://orion.tneducation.net

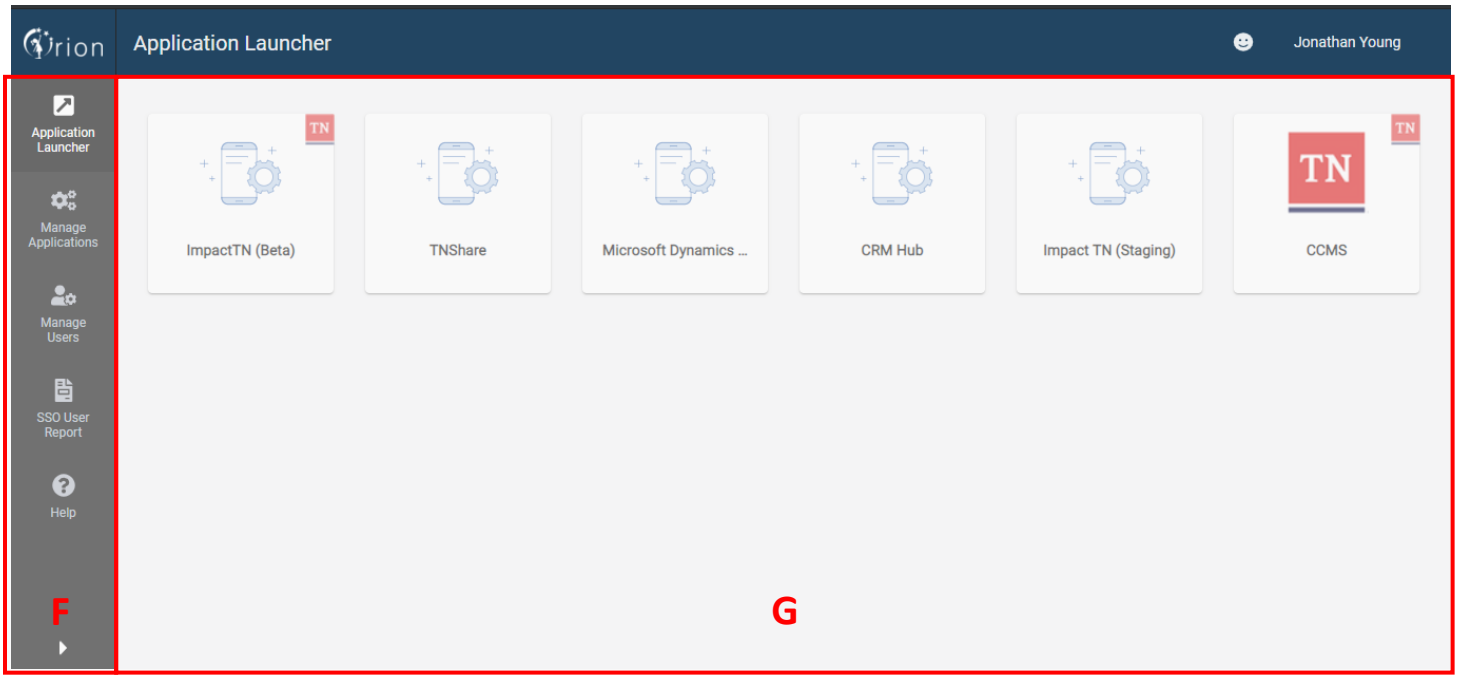












A This screen appears when accessing the login URL at: https://www.tneducation.net OR https://orion.tneducation.net. Enter your appropriate SSO credentials provided by the TDOE to access SSO (Orion).

B IF you have never logged in before, OR your password has expired, this screen is where you will update your password credentials. ***Remember, if you have never logged on before or just received a welcome email, then the "Current Password" field will be the temporary password received within your welcome email.*** If your password expired, then you will use your current password within the "Current Password" field.

C IF you have never logged in before, Microsoft's Active Directory (the authentication system used for the state) requires the user to enter in multi-factor authentication (MFA) credentials for this system. The user MAY use the same credentials for the SSO (Orion) V2.0 MFA credentials where applicable.

D MFA credentials screen. IF the user has never logged in before, the user may enter their mobile phone number to receive via text the authorization code, as opposed to their email which is sourced by Ed-Fi data submitted to TDOE.

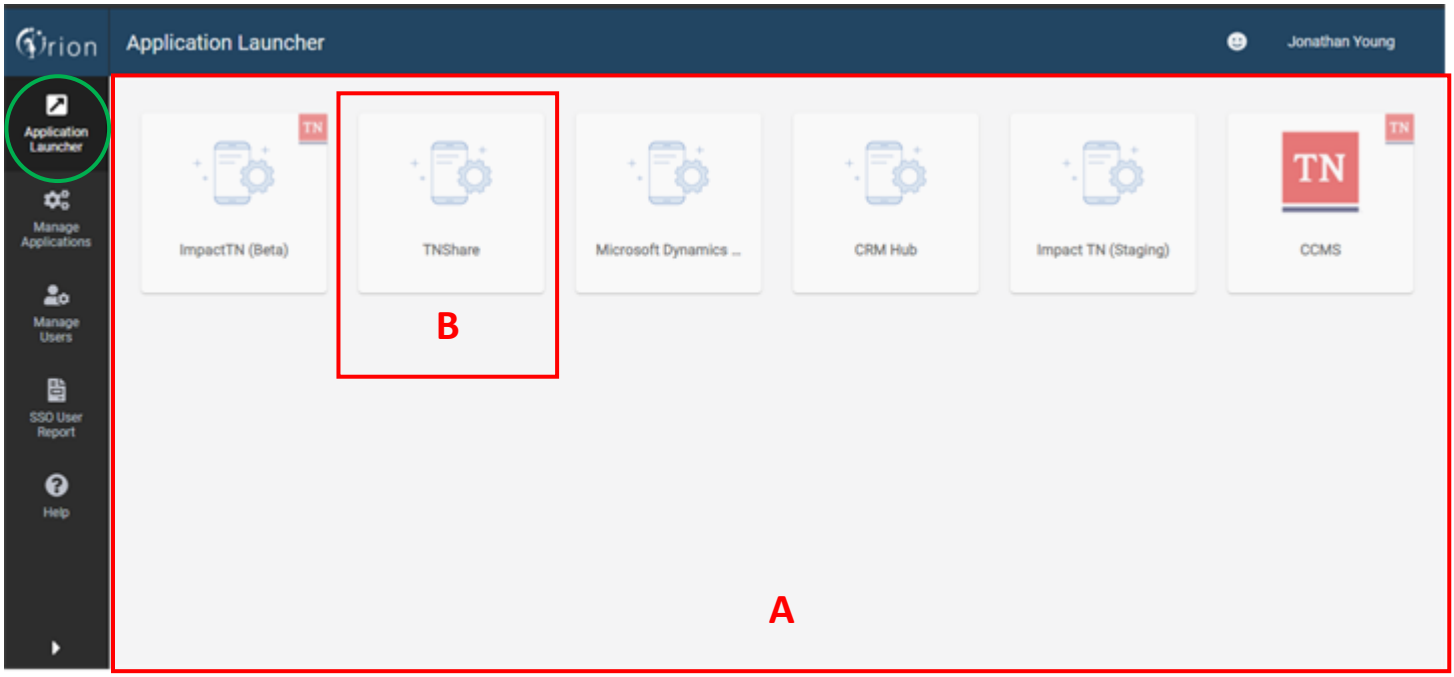
E Use this screen to enter the authorization sent to the user's email or mobile device.

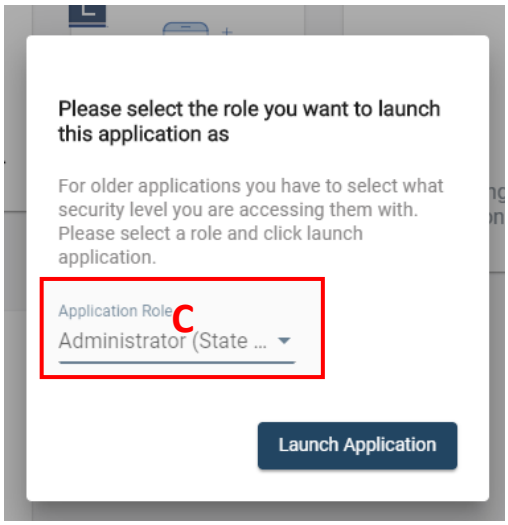
F The navigation portion of SSO V2.0 (This replaces the top toolbar in prior versions).

G The main activity window where the user will commit their actions based upon the navigation icon selected. *Note: upon logging-in the system defaults to the *Application Launcher* icon.

How to Open a Tile

In order to open a tile to access an application, the user will need to navigate to the *Application Launcher* and ensure they have access to the application. If the user does not have access to the application, then the user needs to fill out the **Application Access Form** found on the TDOE website and on the SSO Information page.





A The main activity window where the user will commit their actions based upon the navigation icon selected.
*Note: upon logging-in the system defaults to the *Application Launcher* icon.

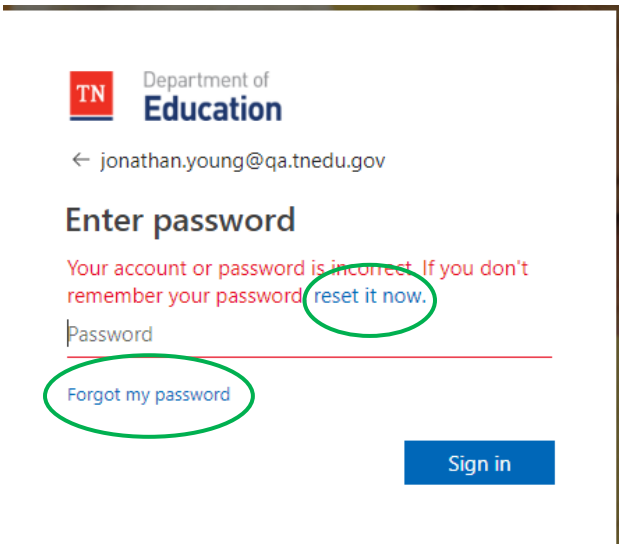
B An individual app. Select the tile/icon to open the app in a new tab within the respective browser being used.

C Select the Application Role applicable to the application being accessed. Keep in mind the system auto-populates the data displayed based upon the user's access rights within the application itself and not through Orion's Security Groups

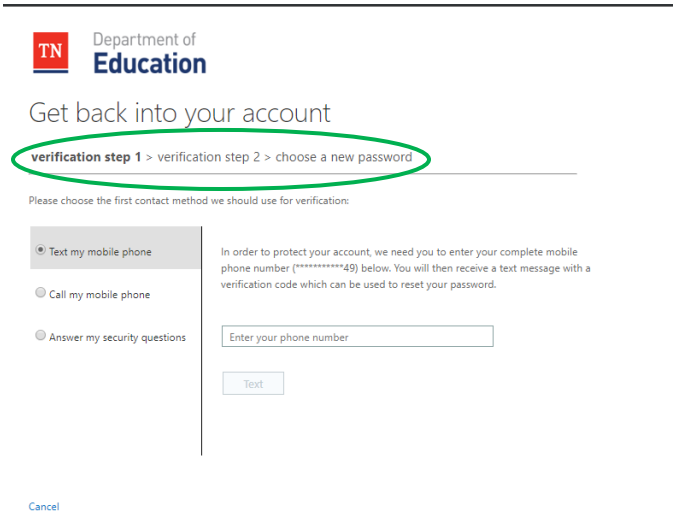
How to Reset a Password

Resetting a user's password is multi-step process done within the SSO platform, as well as Microsoft's Azure Active Directory (which houses the user's authentication requirements). First, after entering the user's email, the user must submit a request to update their password via the SSO log-in page (as seen below). Next, the user must pass authentication requirements stored in Azure Active Directory to verify the user is who they say they are. Remember, the information to verify the user is the data originally provided upon creation of the user's account (assuming no updates were made by the user since that time-period).

Once the user passes the Azure Active Directory verification process, follow the on-screen prompts to update password credentials. Once the user submits the updated credentials within Azure Active Directory, the credentials will be passed to the SSO platform. The user may now navigate back to the SSO log in page and use the new credentials to log in to the SSO system.



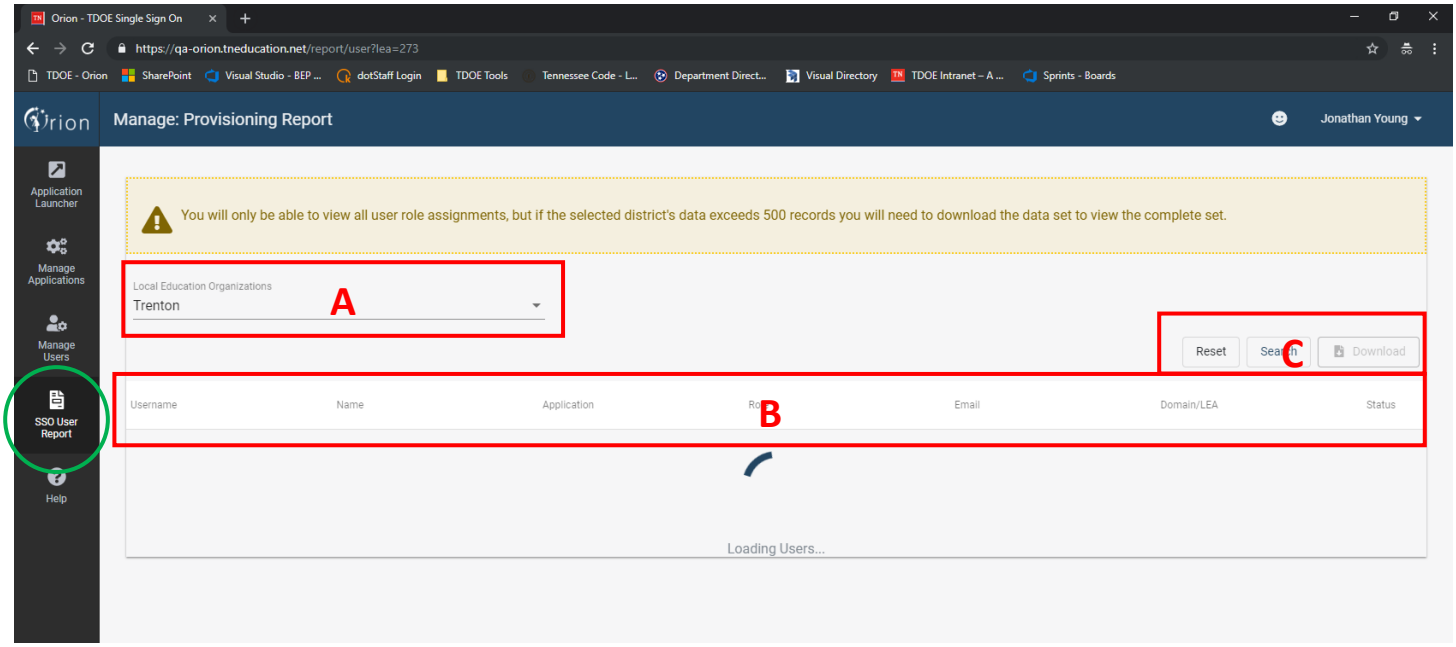
SSO Log In



Azure Active Directory

How to Access and Use the SSO User Report

The SSO User Report is used to identify the active and inactive users within SSO V2.0. This portion of the SSO platform currently has security measures in place that only allow district users to see their district information, school users to see only their school information, and state users to see statewide information. Accessing the SSO User List may be done so by the SSO User List icon within the navigation pane of the SSO platform.



A District Selection Dropdown
*Note: District users may only see district level data, while state users may see statewide data

B The User List elements queried. These elements are: Username, Name, Application, Role, Email, Domain/Lea, and Status

C The function options available within the SSO User List platform. Functions include:

Reset – clears the query and goes back to the original state
Search – a state only function, this feature is for submitting approval of the District selection listed in the District Selection Dropdown
Download – downloads the query displayed